

Foreign Affairs Handbook

3 FAH-2 – Foreign Service National Handbook

Transmittal Letter: FSNH-24 **Date:** August 10, 1998

3 FAH-2 H-400 APPENDIX J 100

MAJOR CHANGES

- 1. This chapter 3 FAH-2 H-400 is being republished to correct errors on the FSN Position Classification Analysis & Evaluation Worksheet for Secretary, FSN-120 Positions.
- 2. There are numerous typographical errors and a few obsolete terms throughout the Appendix J 100 that have been corrected also.
- 3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

- 1. Remove and destroy the text of the old chapter 3 FAH-2 H-400 Appendix J 100, (issued under TL:FSNH-8, dated 8-23-93; 65 pages total), and replace it with the attached revised chapter 3 FAH-2 H-400 Appendix J 100 (104 pages total).
- 2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FSNH-24, 08-10-1998, and initial.

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3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/OE/HRM)